



**FINAL SUBDIVISION AND CONDOMINIUM PLAT RE-SUBMITTAL
CHECKLIST – PART D INFORMATION BULLETIN NO. 159 (01-26-12)**
City Planning & Development Department – Land Development Division (CPD-LDD)
City of Kansas City, Missouri <http://www.kcmo.org/codes/>

1. **Introduction:** The IB159 – Part D has been created to streamline receiving, reviewing, and tracking plat related documents. Use of the form will enhance and expedite Quality Control Review (QCR) processing of re-submittals for the plat review group.

Currently, the **SEK1** permit type is used by QCR to log in all plat related documents. Two additional permit types have now been created and they are the **SEK2** and **SEK3** permit types. With these new permit types; there will be a distinction between the receipt of supplemental documents, plat drawings, and mylars. External customers will have the ability to monitor the City's 'KIVANET' internet site to track the approval process of plat drawings separate from the other plat related documents. The **SEK1** will continue to be used for general review items. (See page 18 for the **Submittal Document** and the **Review Type** associated with it.) The **SEK2** permit type has been developed for tracking the review of the final plat drawing after the **BFPT** or **BCPT** applications have been processed by Development Management. It will represent the receipt and review of subsequent submittals of the final plat drawing. The **SEK3** permit type has been developed for tracking the receipt of mylar and mylar related documents. It will also track the execution of mylars after they have been requested from the developer and received by the City.

2. **Re-submittals:** Re-submittals will not be accepted without the: (1) Final Subdivision and Condominium Plat Re-submittal Form – Part D, pages 18 and 19, which has been certified by the developer or his or her representative and a (2) Review Comment Response Letter that explains how the prior plat review comments have been addressed.
3. **Quality Control Review (QCR):** Re-submittals for plat documents are processed by the QCR group of the Plans Management Branch. QCR is allotted two (2) working days for processing. If the re-submittal is determined to be incomplete of all of the required documents and/or revisions requested, applicants will be informed by the plat reviewer assigned of the additional fees required per Ordinance No. 080766.
4. **KivaNet and other online resources:** Following submittal of plat re-submittal documents, the status of the review can be monitored online through KivaNet at <http://kivaweb.kcmo.org/kivanet/2/index.cfm>. The City's home page at <http://www.kcmo.org/CKCMO/index.htm> can also provide KivaNet access by clicking drop down next to the FIND box on the left margin and selecting KIVAnet.

When the review is complete, the plat reviewer will consolidate all comments received from reviewing entities and notify the applicant. (**Please note:** Reviewing entities have five (5) working days to complete their review.)



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Part D – Page 18 and 19 must accompany re-submittals related to prior deficiency comments and/or when submitting mylars

Complete the following information:

SD#:
Plat Name:
Plat Reviewer Assigned:

Complete the following information by: (1) Placing an X in the appropriate Re-submittal No. column of the document being submitted and (2) indicating the Page No. and general location or area of the change that was made.

Submittal Document	Re-submittal No.			Page No. and Location or Area of change(s)	Review Type
	1 st *	2 nd	3 rd **		
Plat Drawing					SEK2
Ownership Certificate					SEK1
Covenants, Conditions and Restrictions					SEK1
Declaration of Condominium					SEK1
Partial Deed of Release					SEK1
Subordination of Deed of Trust					SEK1
Subordination Agreement					SEK1
Easement Disclaimer					SEK1
Mylar(s), Paper Originals, Letter-size drawing and Digital file (pdf and dwg)					SEK3
Paid Tax Receipt					SEK1
Paid Parkland Receipt					SEK1
Dangerous Building Documentation					SEK1
Mechanic Lien or Lawsuit Documentation (Release of)					SEK1
Review Comment Response Letter					SEK1
Re-submittal Fee					
Other – Please indicate:					SEK1



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* The 1st (initial) **plat drawing** and **ownership certificate** must always be submitted at the time of the final plat application.

**** PLEASE BE ADVISED!** Although many documents can be submitted as a pdf, Ordinance 080766 affects final plat submittals. A fee of 25% of the original application fee paid will be assessed for the third (3rd) and all subsequent reviews when previous or remaining deficiencies have not been addressed. Submit all (not by piecemeal) outstanding items listed above in one packet to avoid a re-submittal fee of 25% of the application fee originally paid, along with this Information Bulletin. **The packet should be addressed to the assigned Plat Reviewer, but sent to Quality Control Review (QCR).**

PLEASE DIRECT ALL RE-SUBMITTALS TO:

City Planning and Development Department - Development Services
Attn: Jerald Windsor, Plans Management (QCR)
Permits Division, Plans Management Branch
City Hall, 414 E. 12th Street, 5th Floor, Kansas City, Missouri 64106
Phone: (816) 513-2904 Fax: (816) 513-1484
e-mail: Platsubmittals@kcmo.org

I hereby certify that this re-submittal is complete for review of the documents indicated above; that all documents have been completely executed; and understand that omission of any required information and/or documents will result in additional fees being charged and must be paid prior to the plat being released to the City Clerk's Office for recording.

Certified by (Print Name): _____ Date: _____

Signature: _____ Phone: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____